

Utah Board of Pardons & Parole

June 20, 2017

**Presentation to the Executive Offices and
Criminal Justice Committee**





2016 Legislative Audit Recommendations

1. Create a strategic plan
2. Create a structured decision-making tool
- 3. Implement an electronic records management system**
4. Organizational restructuring
5. Increase transparency
6. Improve efficiencies
7. Improve expungement policy



Overview

Current Versus
Enhancements

Moving Forward

Current Projects in Electronic Records

Progress

WebTrack
Data Clean-
Up

UDOCA

Sentencing
Guidelines

Web Forms

Offender
Notification



Overview

**Current Versus
Enhancements**

Moving Forward

Phases of Electronic Records

**Document
Management**

Decisions

Calendar



Overview

**Current Versus
Enhancements**

Moving Forward

BOPP Milestones Towards Electronic Records

Progress

- Earned Time Program phase one
- Implement phase one of calendaring module
- Web-based conversion
- Sentencing Guidelines design
- Structured decision-making tool

Current Operations

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Enhancements

Paper Time Reduction Requests

BOARD OF PARDONS AND PAROLE			
HEARING WORKSHEET		TYPE OF HEARING	
NAME:	Yogi Bear		<input checked="" type="checkbox"/> ORIGINAL
OFNDR#:	12345678	USP:	<input type="checkbox"/> REHEARING
HEARING DATE:	6/12/2016	HEARING OFFICER:	Jim Hatch
GUIDELINE:	36 months		<input checked="" type="checkbox"/> SPEC ATT'N REV.
BRIEF SUMMARY OF CASE:			
Request for time cut for completion of Conquest program. 4 month cut requested.			
H.O. RECOMMENDATION:		4 month time cut	

Electronic Time Reduction Requests

The screenshot shows the BOPP system interface. The sidebar on the left includes options like 'Global', 'Offender Search', 'Earned Time Credit', 'Face Sheet', 'File Location', 'Files Checked Out', 'Institutional Progress', 'Attention Memo', 'DECISIONS/HEARINGS', 'NOTIFICATIONS', 'SCHEDULING', 'BOPP Hearing Calendar', 'Calendar Log', 'Hearing Delay Reason', 'Tentative Hearing List', 'TIME ACCOUNTING', and 'ABLE MAINTENANCE'. The main content area is titled 'Earned Credit Decisions Pending' and shows a table with columns for CAP Priority, Mandatory, Completion Date, Time Cut, Days Changed, Proposed Date, and Disposition. Below this, there's a section for 'Earned Credit Decisions' with similar columns. A 'Programming' section shows details for 'CAP Priority: 1 - SUBSTANCE ABUSE', 'Action Step Title: COMPLETE HOPE', 'Completion Date: 06/08/2017', 'Created By: mgeorge 06/08/2017', and 'Course Completion Comment: Successful completion of HOPE.' A 'Transition' section shows 'Decision Comment: 6/20/2017 is respectfully recommended. We will complete the transition process.' and 'Days Changed: 6', 'Transition Proposed Date: 06/23/2017'. At the bottom, there's a 'Board of Pardons and Parole' section with 'Decision Comment:' and 'Days Changed:' fields, and a 'Credit Disposition' section with radio buttons for 'Acknowledged', 'Approved', and 'Denied'. Navigation buttons 'Skip', 'Next >', and 'Save' are at the bottom right.

Current Operations

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Enhancements

Paper Calendars

Amended 8-24-15

Date: 08/01/2015 Hearing Location: DRAPER Last Updated By: Date: bbroadb: 08/24/2015 # of Offenders: 17

Time	Offender/USP Number	Offender Name	Offender Location	Hearing Type	Crime Degree	Supervising Agent	Agency
08:30 AM			TIMPAOGOS 2	ORIGINAL HEARING	F3	UNKNOWN	UNKNOWN
08:30 AM			CUCF FIR	ORIGINAL HEARING	F3	None	Pre-Release Office
08:40 AM			WASATCH A EAST	ORIGINAL HEARING	F1	None	Pre-Release Office
09:40 AM			OQUIRRH 5 ANNEX	ORIGINAL HEARING	F1	None	Pre-Release Office
10:00 AM			BEAVER CO JAIL	ORIGINAL HEARING	F3	None	Pre-Release Office
10:20 AM			CUCF FIR	ORIGINAL HEARING	F3	Channa Anderson	Price A.P.S.P.
10:40 AM			UINTA 3	ORIGINAL HEARING	F3	None	Pre-Release Office
11:00 AM			OQUIRRH 4	RESCISSON/ORIGINAL	F3	None	Pre-Release Office
11:20 AM			UINTA 3	ORIGINAL HEARING	F3	None	Pre-Release Office
11:40 AM			CACHE CO JAIL	ORIGINAL HEARING	F3	None	Pre-Release Office
12:00 PM			CUCF CEDAR	ORIGINAL HEARING	F3	None	Die Draper
12:20 PM			PROMONTORY	ORIGINAL HEARING	F2	UNKNOWN	UNKNOWN
12:40 PM			OQUIRRH 5 ANNEX	REHEARING	F2	Sharrise Boothe	S&C Case A.P.S.P.
01:00 PM			OQUIRRH 2	RESCISSON HEARING	F2	Draper	Pre-Release Office
01:20 PM			WASATCH A WEST	ORIGINAL HEARING	F3	Channa Anderson	Price A.P.S.P.
01:40 PM			OQUIRRH 1	ORIGINAL HEARING	F2	None	Pre-Release Office
02:00 PM			PROMONTORY	REHEARING	F1	UNKNOWN	UNKNOWN

* DEATH CASES:
 (Redacted list of death cases)
 T TRANSPORT:
 (Redacted list of individuals needing transportation)
 CO-DEFENDANTS:
 (Redacted list of co-defendants)
 I INTERPRETER:
 (Redacted list of interpreter needs)
 REMOVED:

Electronic Calendars

BOPP Records Programming Assignment Ofndr Mgt Desktop Offender AP&P Reports-Forms Counts BOPP Hearings Compact

DPO Work Escape/Walkaway Transportation Grievance Housing IPP Movement Grenc/Statnc/Visit Misc. Queries Move/Cntrl Desktop Notific

Property Reports CCC Sprvsr Desktop Sprvsr Reports Visiting

Global

Offender Search

Earned Time Credit

Face Sheet

File Location

Checked Out

Personal Progress

Lists

Request

Special Attention Memo

DECISIONS/HEARINGS

NOTIFICATIONS

SCHEDULING

BOPP Hearing Calendar

Calendar Log

Hearing Delay Reason

Tentative Hearing List

TIME ACCOUNTING

FILE MAINTENANCE

BOPP Hearing Calendar Listing

From: 06/12/2017 To: 07/12/2017

Hearing Location: ...

Retrieve

	Hearing Date	Hearing Location	Hearing Types	# of Offenders	Action Needed
✓	07/11/2017	DRAPER	ORIGINAL HEARING REHEARING SPECIAL ATTENTION HEARING RESCISSON HEARING RESTITUTION HEARING PV/ORIGINAL HEARING RESCISSON/ORIGINAL HEARING REHEARING/ORIGINAL VICTIM IMPACT HEARING	22	Finalize & Notify
✓	07/06/2017	DRAPER	ORIGINAL HEARING REHEARING SPECIAL ATTENTION HEARING RESTITUTION HEARING PV/ORIGINAL HEARING RESCISSON/ORIGINAL HEARING REHEARING/ORIGINAL VICTIM IMPACT HEARING ORIGINAL HEARING REHEARING SPECIAL ATTENTION HEARING RESCISSON HEARING	26	Finalize & Notify

Showing 1 to 22 of 22 entries

Current Operations

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Paper Reports

Department of Corrections
THOMAS E. PATTERSON
Executive Director
ROBERT WILLIAMS
Deputy Director, Operations
STEVE TURLEY
Director, Director of Institutional Operations

State of Utah
GARY R. HERRICK
Director
CAROL WELLS
Assistant Director

March 29, 2012

Mr. Clark A. Harris, Chairman
Utah State Board of Pardons
448 East 6400 South, Suite 300
Murray, Utah 84107

RE:
OFFENDER NO:
ORIGINAL HEARING

Dear Mr. Harris:

The attached information was prepared by the staff pursuant to Section 77-27-13, U.C.A., 1989, as amended. If you desire additional information regarding this case, Facility, phone: (435) 528-6253.

Sincerely yours,

Thomas E. Patterson, Executive Director
Department of Corrections

John W. Irons III, Deputy Warden
Central Utah Correctional Facility

am

CLASSIFICATION: C3K **DATE COMMITTED:** 11/16/11
OFFENSE: Possession w/Intnt to Distrib. **SENTENCE:** 1-15, 2nd degree
BOARD ACTION: Original Hearing
REPORT PERIOD: 11/16/11 **TO:** 3/26/12

This inmate has been interviewed by his CHS and the following information is provided.

DISCIPLINARY RECORD/INSTITUTIONAL ADJUSTMENT

Description of Violation	Case #	Incident Date	Hrx Date	Disposition	Sentence
Summary:	None				

OFFENSE MANAGEMENT PLAN
Priority One: EDUCATION/EMPLOYMENT: Develop marketable skills and work ethic.

PROGRAMMING:

Dates of Involvement	Course Description	Performance
Summary:	None	

EDUCATION:

Dates of Involvement	Course Description	Performance
Summary:	None	

Web Forms

BOPP Records Programming Agent Desktop Assignment Ofndr Mgt Desktop Offender AP&P Reports-Forms Cou

DPO Work Escape/Walkaway Transportation Grievance Housing IPP Movement Grvnc/Sbstnc/Visit Misc. Queries

Property Reports CCC Sprvsr Desktop Sprvsr Reports Visiting

Global

Offender Search

Earned Time Credit
Face Sheet
File Location
Files Checked Out
Institutional Progress Report
Notes
Release Lists
RIM Request
Special Attention Memo

DECISIONS/HEARINGS
NOTIFICATIONS
SCHEDULING
TIME ACCOUNTING
TABLE MAINTENANCE

Institutional Progress Report

Default Name: BEAR, YOGIE
Prison Name: BEAR, YOGI JAMES
Legal Status: FELONY PROBATION
Location: SALT LAKE AP&P
Physical Location:
Bed Assignment:
Offender Phone: (801) 123-4567
No Scheduled Hearing:
Hearing Type: None
Agent: JESSICA COOK

Offender #: 215915
DOB: 02/16/1958 **GENDER:** M
Medical Housing: Mental Health Treatment:
Classification: PML: RH: LTM
Standard of Supervision: HI-RESID
Last Assessment Date: 05/15/2017 LS/RNR ↓ 8%
Release Date/Type:
Sched Expiration:
Sched Termination: 12/31/2019
Potential Earned Time Date:
Citizen: CITIZEN
Case Mgr:

Reporting Period **Start Date** **End Date**
04/25/2017 05/25/2017 **Re-Load Data**

Hearing Type **Interpreter Request** ☒
COURTESY HEARING
☐ YES ☒ NO

Name BEAR, YOGI
Offender # 215915
Housing SALT LAKE AP&P
Classification N/A
Current Date 06/12/2017
Last Admission Date 10/14/2015
Hearing Date No scheduled release or hearing date available.

Offenses

Court Case #	Attempted	Degree	Count	Description
No data available in table				

DISCIPLINARY RECORDS / INSTITUTIONAL ADJUSTMENTS



Current Operations

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Paper Files



UDOCA Electronic Library

Results 1-17 of 17 for metadata search											
#	Edit	Rank	Offender Number	Offender Last Name	Offender First Name	Document Category	Type	Created Date	Case Number	Subject	Report Author
1		1000	215915	BEAR	Yogi	Violations	Probation Viol Report	01/01/2017	123456789	test	test
2		1000	215915	BEAR	Yogi	Investigative Reports	Pre/PostSentence	01/17/2017	1565789484	Test	Jessica Cook
3		1000	215915	BEAR	Yogi	Other Agency	CA Packet	01/17/2017	1565789484	Test	Dan Blanchard
4		1000	215915	BEAR	Yogi	Violations	Parole Warrant Request	01/17/2017	61565484135	Test test	Jessica Cook
5		1000	215915	BEAR	Yogi	Agreements	Signed Parole Agreement	02/27/2017	9999999999999	Test	Test record
6		1000	215915	BEAR	Yogi	Court/Board	Probation Court Orders	02/22/2017	123456789	J&C	Judge Low
7		1000	215915	BEAR	Yogi	Court/Board	Probation Court Orders	02/22/2017	123456780	J&C	Judge Low
8		1000	215915	BEAR	Yogi	Other Agency	CA Packet	02/27/2017	test	02/27/2017	Test
9		1000	215915	BEAR	Yogi	Investigative Reports	Pre/PostSentence	11/10/2016	1535415448	Test	Dan B
10		1000	215915	BEAR	Yogi	Investigative Reports	Pre/PostSentence	11/10/2016	1535415448	Test 2	Dan B
11		1000	215915	BEAR	Yogi	Investigative Reports	Pre/PostSentence	11/10/2016	1535415448	Test 3	Dan B

Current Operations

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Manual Sentencing Guidelines

FORM 3 - SEX AND KIDNAP OFFENDER MATRIX
Revised October 2016
CRIMINAL HISTORY

THESE ARE GUIDELINES ONLY. THEY DO NOT CREATE ANY RIGHT OR OBLIGATION ON BEHALF OF THE OFFENDER. MATRIX TIME FRAMES REFER TO IMPRISONMENT ONLY. REFER TO THE CATEGORIZATION OF OFFENSES. CAPITAL OFFENSES ARE NOT CONSIDERED WITHIN THE CONTEXT OF THE SENTENCING GUIDELINES.

OFFENDER'S NAME: _____

PRIOR FELONY CONVICTIONS (SEPARATE CRIMINAL CONVICTIONS)

PRIOR CLASS A MISDEMEANOR CONVICTIONS (SEPARATE ADULT CONVICTIONS) (INCLUDES DUI & RECKLESS) (EXCLUDES OTHER TRAFFIC)

SUPERVISION HISTORY (INCLUDES ALL FORMS OF PROBATION, OTHERWISE DO NOT COUNT PRE-TRIAL OR COURT SUPERVISION)

SUPERVISION HISTORY (ADULT OR JUVENILE) (SUCCESSFUL INCLUDES ALL FORMS OF PROBATION; OTHERWISE, DO NOT COUNT PRE-TRIAL OR COURT SUPERV.)

PRIOR PERSON CRIME CONVICTIONS (ADULT OR JUVENILE)

PRIOR JUVENILE ADJUDICATIONS WITHIN THE PAST 10 YEARS (OFFENSES THAT WOULD HAVE BEEN FELONIES IF COMMITTED BY AN ADULT) (3 CLASS A MISD. COUNT AS 1 FELONY)

NUMBER OF PRIOR SEXUAL ABUSE VICTIMS EXCLUDING PRESENT VICTIM

OFFENDER'S NAME: _____

TOTAL SCORE: 0

CRIMINAL HISTORY ROW

ROW POINT TOTAL

III 7+

II 4-6

I 0-3

CRIME CATEGORY

FORM 1 - GENERAL MATRIX
CRIMINAL HISTORY SCORING

These are guidelines only. They do not create any right or obligation on behalf of the offender. Matrix time frames refer to imprisonment only. Refer to the categorization of offenses. Capital offenses are not considered within the context of the sentencing guidelines.

PRIOR FELONY CONVICTIONS (SEPARATE ADULT CONVICTIONS)

PRIOR CLASS A MISDEMEANOR CONVICTIONS (SEPARATE ADULT CONVICTIONS)

SUPERVISION HISTORY (ADULT OR JUVENILE) (SUCCESSFUL INCLUDES ALL FORMS OF PROBATION; OTHERWISE, DO NOT COUNT PRE-TRIAL OR COURT SUPERV.)

PRIOR PERSON CRIME CONVICTIONS (PRIOR ADULT OR JUVENILE CONVICTION)

PRIOR JUVENILE ADJUDICATIONS WITHIN PAST 10 YEARS (OFFENSES THAT WOULD HAVE BEEN FELONIES IF COMMITTED BY AN ADULT) (THREE CLASS A MISDEMEANOR ADJUDICATIONS EQUAL ONE FELONY)

OFFENDER'S NAME: Yogi Bear

ACTIVE CONVICTIONS (MOST SERIOUS FIRST): Possession w/ intent

SCORER'S NAME: S.T.

CRIME CATEGORY: 2nd degree Possession

DATE SCORED: 6/12/2016

TIME: 10 AM

TOTAL: 10 M

CRIMINAL HISTORY ROW

V 16+

IV 12-15

III 8-11

II 4-7

I 0-3

Electronic Sentencing Guidelines

BOPP Records Programming Agent Desktop Assignment Offender Mgt Desktop Offender AP&P Reports-Forms Counts BOPP Hearings Compacts Incident

DPO Work Escape/Walkaway Transportation Grievance Housing IPP Movement Griev/Statnc/Visit Misc. Queries Move/Ctrl Desktop Notification OLD D

Property Reports CCC Server Desktop Server Reports Visiting

Global

Offender Search

Earned Credit Decisions Pending

CAP Priority Mandatory Completion Date Time Cut Days Changed Proposed Date Disposition

1 - SUBSTANCE ABUSE 06/08/2017 126 Days 6 06/17/2017

Earned Time Credit

Face Sheet

File Location

Files Checked Out

Institutional Progress Report

Attention Menu

DECISIONS/HEARINGS

NOTIFICATIONS

SCHEDULING

BOPP Hearing Calendar

Calendar Log

Hearing Delay Reason

Tentative Hearing List

TIME ACCOUNTING

ABLE MAINTENANCE

Coming Soon



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BOPP's Structured Decision-Making Tool

Progress

- BOPP received free technical assistance from the National Institute of Corrections
- Phase I – Site Visit to observe Connecticut BOPP
- Phase II – NIC Readiness Site Visit at BOPP
- **Phase III – Implementation Planning**
- Phase IV – Training



Overview

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Moving Forward

Electronic Records Time Impacts

Regression
Testing

Managing
Administrative
Portals
(assessments, signatures,
valid users, etc.)

SME
Testing

Data
Management
& QA

Redmine
Management

Subject
Matter
Expert
Tasks

Analysis
& Design

User
Acceptance



Utah Board of Pardons & Parole
448 East 6400 South
Murray, UT 84107

